

**CODE: 1880
FLSA: EXEMPT
GRADE: 24**

**TOWN OF VIENNA, VIRGINIA
JOB DESCRIPTION**

**JOB TITLE: SUPERINTENDENT OF WATER AND SEWER
WATER AND SEWER DIVISION
PUBLIC WORKS DEPARTMENT**

GENERAL STATEMENT OF JOB

Under limited supervision, performs supervisory and administrative work of a mid-level management position with highly responsible role in the operation of the Town Water Distribution and Sanitary Sewer Collection Systems. Work involves reviewing and coordinating the activities of full-time and part-time employees; serving as the Division liaison with the Town management; planning the budget; performing long-term planning, review, and enforcement; serving as a licensed Waterworks Operator; working with consultants and the Director to meet all Federal, State, and local regulations; directing either directly or indirectly all water quality and sewer programs. Reports to the Director of Public Works.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Supervises department employees which involves such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, recommending promotions, discipline, termination and salary increases.

Prioritizes and discusses daily with supervisors the daily activities of the maintenance operations and the meter operations including the assignment of tasks from Department of Public Works in the form of work orders and complaints, the scheduling of inspections, the coordination of purchasing and repair activities on the systems and equipment, the purchasing of new items, etc.; ensures adherence to Town and Federal/State regulations and policies.

Reviews engineering drawings; assimilates information on projects by private contractors, Town, and outside agencies; administers the oversight of all water and sewer related work in order to assure compliance to States, local, and industry standards; serves as consultant to Town staff, contractors, and the citizens.

Serves as the primary contact with the Virginia State Waterworks Board, Health Department, and Virginia Department of Environmental Quality in compliance matters, reporting problems, and program status; interprets and reports all Water Quality and Sanitary Sewer Overflow/Maintenance records; supervises the record filing in accordance with regulations; participates in capital planning and program development both in person and by correspondence, email, etc. in order to ensure all necessary activities and compliance occur in a timely and professional manner.

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Directs the operation, maintenance, and repair of the water distribution system and the sanitary sewer collection system; develops and oversees operating budget.

Plans, assigns, and supervises either directly or through supervisors the activities of crews engaged in reading, replacement and repair, and testing water meters and the operation and maintenance of the water and sewer systems.

Inspects water and sewer facilities, in adherence to standards and specifications, installed by developers, mechanical contractors, and plumbers.

Solicits and prepares project estimates; purchases necessary materials and equipment; acts as logistics coordinator on said projects.

Inspects job sites for safety, performance, and conformity to all Town of Vienna policies and procedures.

Assists the Department Director in budgetary preparation, tracking critical needs of the Division, and making requests and recommendations best suited to those needs.

Prepares and maintains reports, files, and records relating to personnel, policies, Division projects, and private contractor developments.

Resolves complaints and questions from the public by telephone or written communication; advises contractors and developers of procedures and guidelines; attends meetings.

Performs work on call in emergencies.

Receives and/or reviews various records and reports such as Water Quality Analysis results from laboratory, changes in regulations, development training programs, and public needs and complaints.

Prepares and/or processes various records and reports such as water quality reports for the Health Department, correspondence in response to changes, documentation of training, verification of employee actions, and reports and notes on approved/disapprove.

Refers to technical analysis and water usage reports, sanitary sewer maintenance and incident reports, purchases and final invoices, work orders/complaints requiring Division items, in-house or outside events regarding attendance, policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.

Operates a variety of equipment and vehicles such as pumps for wells, controls, truck, computer, digital camera, laptop computer, printer, copier, etc.

Uses a variety of tools such as water flow controls, pressure control devices, water flow meters, sewer flow meters, flow testing equipment, etc.; a variety of supplies such as potable water, gauges/switches/controls, electrical wiring, pipe hardware, communication equipment, blueprints, plans, maps, general office supplies, etc.; and a variety of computer software such as Microsoft Word, Microsoft Access, Redix Corporation Route Management System, Acrobat Reader, etc.

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Interacts and communicates with various groups and individuals such as the Director of Public Works, Town of Vienna Management and Town Council, Public Works staff, supervisors and division staff, private contractors, State and County agencies, private consultants, and the general public.

ADDITIONAL JOB FUNCTIONS

Teaches and trains personnel for taking wastewater exams.

Works with Town staff in records maintenance; researches mapping and special information requests.

Performs general administrative work, including but not limited to attending and conducting meetings, reviewing mail and literature, compiling data for reports, preparing reports and correspondence, entering computer data, etc.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's Degree in business management or closely related field supplemented by six to nine years of progressively responsible experience in water treatment system operations, wastewater treatment operations, or closely related field; or any equivalent combination of education, training, and experience, which provides the required skills, knowledge, and abilities. Must have a Waterworks Operator Class 3 certification. Must have a State driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of water/wastewater machinery and office equipment including various water pumps, mixers, computers, two-way radios, etc. Must also be physically able to operate a motor vehicle. Must be able to exert up to 110 pounds of force occasionally, and/or up to 5 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. Must be able to walk, stand, bend, stoop, reach and climb.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of assignments and/or directions to subordinates and/or receiving direction from supervisor.

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Language Ability: Requires the ability to read a variety of narrative and statistical reports, correspondence, invoices, etc. Requires the ability to prepare correspondence, reports, narrative and statistical reports, forms, studies, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering, and biological terminology.

Numerical Aptitude: Requires the ability to utilize complex mathematical formulas; to add and subtract; to multiply and divide; to utilize decimals and percentages; to understand basic statistics; and to understand and apply the theories of algebra, geometry and logarithmic functions.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in using water treatment equipment and office machinery.

Manual Dexterity: Requires the ability to handle, grasp, lift and move a variety of items such as water treatment equipment and office machinery. Must have eye/hand/foot coordination to drive a vehicle.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing work under some stress and when confronted with emergency situations. Must be adaptable to working in all kinds of weather conditions.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone and two-way hand held radios.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, policies, and procedures of the Water and Sewer Division of the Public Works Department as they pertain to the performance of duties of the Superintendent of Water and Sewer. Has thorough knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Has considerable knowledge of the functions and interrelationships of the Town and other governmental agencies. Has working knowledge of civil / mechanical engineering as it applies to water/wastewater system construction, maintenance, and operations; has thorough

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knowledge of water/wastewater utilities services and related methods of construction, operation and maintenance. Has considerable knowledge of the operating principles and practices and the maintenance requirements of water treatment and pumping plant equipment and machinery. Has considerable knowledge of Federal, State, and local laws, ordinances, and regulations pertaining to the treatment of water for distribution as drinking water and to maintenance of systems. Has knowledge of the machinery, materials, and supplies required for daily maintenance and operations. Is able to troubleshoot and analyze system performance and take necessary steps to ensure the provision of reliable, safe, and uninterrupted water services for customers. Has knowledge of applicable occupational hazards and safety precautions. Has knowledge of how to react calmly and quickly in emergency situations. Is able to effectively manage water system construction and installation projects. Is able to plan and develop daily, short- and long-term goals related to Town purposes. Is able to plan and coordinate the most effective use of personnel, facilities, and resources to achieve department goals. Is able to ensure departmental compliance with all laws and regulations and control the activities of the department through effective supervision. Has knowledge of how to apply supervisory and managerial concepts and principles; has knowledge of administrative principles involved in developing, directing, and supervising various programs and related activities. Is able to understand and follow specified operating and recording procedures. Is able to offer instruction and advice to subordinates regarding departmental policies, methods, and regulations. Is able to perform employee evaluations and to make recommendations based on results. Is able to offer training and assistance to co-workers and employees of other departments as required. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to plan, organize, and prioritize daily assignments and work activities. Is able to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear, and effective manner. Has comprehensive knowledge of the terminology and various professional languages used within the department. Has knowledge of how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Has thorough knowledge of proper English usage, vocabulary, spelling, and basic mathematics. Is able to compile, organize and utilize various financial information necessary in the preparation of the departmental budget, and knows how to prepare and monitor the budget. Has knowledge of modern office practices and technology. Has knowledge of and skill in the use of computers for word processing and records management.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts within department and division, and with co- workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time- off requests.

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Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons within the department.

Relationships with Others: Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding the activities and works to ensure such expectations are met. Designs and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all Town and department matters affecting them and/or of concern to them.

Staffing: Works with other department officials and management to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department. Personally directs the development and training of division personnel in order to ensure that they are properly inducted, oriented and trained.

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Leading: Provides a work environment, which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of department goals and objectives.

Controlling: Provides a work environment, which is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of Town standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the department. Employs imagination and creativity in the application of duties and responsibilities. Is not averse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of Town policies regarding the department and Town function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the Town and continually reviews department policies in order to ensure that any changes in Town philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.